

**Statement of Work
Landscaping and Grounds Maintenance Service
Seattle TRACON, ATCT AND BFI RTR
Seattle, WA**

General Requirements

Scope: The work covered in these specifications consist of furnishing all labor, equipment, materials and supervision for the landscaping and grounds maintenance at the SeaTac TRACON located at 825 South 160th St., Burien, WA 98148-1330. This site has Gold level certification of the "Leadership in Energy and Environmental Design" or LEED Green Building Rating System, Version 2.0. At the SeaTac ATCT located at 2440 S 166th Street, Seattle WA 98159 and the Boeing Field (BFI) Remote Transmitter Receiver (RTR) located at 7th AVE SW & SW Cloverdale Street, Seattle WA 98106.

Government Furnished Equipment and Material (GFE and GFM): None

Hours of Work: Unless otherwise approved by the Contracting Officer, all work shall be accomplished between the hours of 7:30 a.m. and 4:00 p.m. daily, except weekends and Federal Holidays, and unless exception is taken due to season or weather. The alternative schedule cannot exceed a 40-hour workweek and must be accepted by all interested parties before approval by the Contract Officer's Representative (COR), in writing, 72 hours in advance of any desired time change.

Contractor Qualifications: Contractor must specialize in this type of work and have at least 3 years experience. The Contractor shall submit evidence that they have obtained all required licenses and/or certifications required for this type of work within the State of Washington. The Contractor shall also submit proof that he or his company has successfully established and/or maintained a meadow.

Security Requirements:

The following process must be completed for all contractor employees who require access to the worksite.

PRIOR to access to any FAA facility:

1. The Contractor submits to the FAA Contracting Officer the following information about the applicant:
 - a. The full name – first, Last, and at least a middle initial (if they have one, if none, state so)
 - b. Date of birth
 - c. Social security number
 - d. Residences for last five (5) years – complete address for current and the city/state for prior addresses within the last five years.
2. FAA's Security Division will notify the Contracting Officer whether the applicant:
 - a. Appears to be a good candidate.
 - b. Not without a full investigation.

c. Not a good candidate. Upon notification that an applicant appears to be a good candidate:

3. The Contractor applicant completes the following forms and forwards them to the Contracting Officer:

SF-85P, Questionnaire for Public Trust Positions

FD-258, Fingerprint card – prints can be done at any local law enforcement agency.

DOT Form 1681 ID Card Application and two (2) pictures, size 1-1/2" x 1-1/2" of applicant with their names written on the back.

The SF-85P, FD-258 and DOT F 1681 are considered the complete security investigation package. Additional documentation pertaining to issues regarding investigation information, i.e., explanation(s) to questions on the SF-85P that could not fit on the forms can be provided on blank paper (with name and social security number on each sheet). The applicant may submit any other type of documentation including court records if necessary to explain any questions on the form.

The Contractor Applicant forwards the three completed forms (and pictures) to the FAA Contracting Officer who will review them for completion and then forwards them to the FAA Security Division.

The Contractor employee may begin work once they are cleared as "appears to be a good candidate". But the three forms must be forwarded to the Contracting Officer within 5 working days in order to get the ID card. If there are any problems or concerns with the security investigation package, the Contracting Officer will be notified. He/She will in turn notify the Contract employee's supervisor for further clarification or removal from the site.

Permits: The Contractor shall, without expense to the FAA, be responsible for obtaining any permits as necessary.

Inspection: The Contracting Officer's Representative (COR) will inspect all work and be final acceptance on monthly charges. He/she will notify the Contracting Officer of any non-compliance with the contract specifications and may reject any or all of the charges. The COTR will act as the property administrator for Government Furnished Materials & Equipment, if applicable.

Waste Disposal: The Contractor will provide on-site containers for the collection of weeds, debris and rubbish and shall remove the aforementioned materials from the site after each day of work. Any spillage on access and haul routes shall be cleaned up immediately.

Clean up: The work site (s) shall be kept clean and orderly during the progress of the work.

Safety and Health: Material Safety Data Sheets (MSDS) shall be provided to the COTR prior to commencement of contract. Any changes in chemicals need to be coordinated with the COTR or site manager.

MAINTENANCE AT SEATTLE TRACON 825 S 160th Street, Burien WA 98148

DEFINITIONS:

Grounds: For the purpose of work requirements, grounds are classified into the following areas, both inside and outside the perimeter fence, as described.

Fence: The eight foot chain link perimeter fence and its' gates and openings.

Meadow Areas: The approximately 1+ acre meadow-like planting area near and around the building.

Bark Areas: Areas near front sidewalks, around selected trees and plants and other areas have bark landscaping.

Parking and Hardstand: All areas used for parking of personal and Government vehicles of all types, asphalt, concrete and crushed rock storage areas, occupied and vacant.

Grounds Maintenance: Accomplishment of clearing, cleaning, moving, raking, fertilizing, pruning, and maintaining, as specifically required elsewhere in this document. Except as indicated in the Frequency Schedule and/or QASP, tasks are to be performed routinely or on an "as needed basis".

REQUIRED TASKS

1. **Fence Area Maintenance:** The Contractor shall mow grass to 2 inches with a hard edge inside the perimeter fence, in the front visitor parking area to the street light and at the back gate, each time they come.
2. **Beauty Bark:** The Contractor shall provide 1 inch of bark in all barked areas one time every 5 years.
3. **Gravel:** The Contractor shall provide 1 inch of gravel in all gravel areas one time every 5 years.
4. **Tree Replacement:** The Contractor shall provide 5 new trees to replace those that have died or plant others as directed by contracting officer to increase the tree population around the TRACON facility.
5. **Meadow:** Meadow shall be mowed down two times per year; once in mid April then again in mid July, or as directed by the Contracting Officer.
6. **Damage:** The Contractor shall repair, replace, or reimburse the Government for repairing replacement of any items damaged during mowing, edging, and trimming, if deemed to be caused by the Contractor.
7. **Pruning:** The Contractor shall prune all new plant materials as required. Trees and shrubbery shall be pruned in season (March and October) to maintain existing shape

and growth and to remove diseased sections. Trimmings shall be removed from the site. Ground cover to be pruned as needed.

8. **Fertilization**: Fertilize four (4) times a year, twice in the spring and twice in the fall/winter. The winter fertilizer shall be primarily directed at good root growth. A balanced feeding, throughout the year, to promote healthy and green lawns shall be applied.
9. **General Grounds Care**: The Contractor shall ensure that all sidewalks, parking areas, driveways and ramps are free of weeds, leaves, debris, clippings, etc. The Contractor shall sweep or blow all sidewalks weekly during the non-snow season. The parking areas, driveways, ground and fencing shall be checked weekly and any rubbish or debris shall be removed. The parking lots shall be swept, blown or vacuumed at least once during the non-snow season, or as directed by the COTR.
10. **Fire Hydrants**: The Contractor shall keep a plant, grass and weed free perimeter of 3 feet around each fire hydrant.
11. **Permanent Structures**: The Contractor shall keep a plant, grass and weed free perimeter of 3 feet around each permanent structure located within the meadow during the high growth season as to maintain accessibility and decrease fire hazards.
12. **TRACON Building**: The Contractor shall keep a plant, grass and weed free perimeter of 2 feet around the main facility when the meadow is growing high.
13. **Sidewalks, paths & walkways**: The Contractor shall keep a mower width wide edge along all side walks, paths & walkways including all parking lots.
14. **South Entrance**: Just outside the gate The Contractor shall keep a plant, grass, weed sapling free perimeter around the card access box, gas pipes, vault access and gate sensors.
15. **Trees**: The Contractor shall keep a plant, grass and weed free perimeter of 2 feet around each tree.
16. **Insect/Pest/Disease Control**: Insect, pest, or disease control shall be applied at first sign of activity and billed as an extra.
17. **Barked Areas**: Barked areas must be kept weed and debris free.
18. **Weed Control**: Apply 4 times per year.

SEATTLE TRACON MAINTENANCE SCHEDULE

October through March: 1 trip per month.

April through September: 2 trips per month.

MAINTENANCE AT SEATTLE ATCT 2440 S 166th Street, Seattle WA 98159.

DEFINITIONS:

Grounds: For the purpose of work requirements, grounds are classified into the following areas, both inside and outside the perimeter fence, as described.

Fence: The seven foot chain link perimeter fence and its' gates and openings.

Gravel Areas: The approximately ¼ acre rocks surrounding North, West and South fenced area of Tower.

Bark Areas: Areas near front sidewalks, around selected trees and plants and other areas have bark landscaping.

Parking and Hardstand: All areas used for parking of personal and Government vehicles of all types, asphalt, concrete and crushed rock storage areas, occupied and vacant.

Grounds Maintenance: Accomplishment of clearing, cleaning, moving, raking, fertilizing, pruning, watering, and maintaining, as specifically required elsewhere in this document. Except as indicated in the Frequency Schedule and/or QASP, tasks are to be performed routinely or on an "as needed basis".

REQUIRED TASKS

Within 10 working days after award, the Contractor will provide the Contracting Officer a detailed schedule for the entire year on how they are going to accomplish the following:

19. **Fence Area Maintenance:** The Contractor shall weed and keep rock area free of weeds, debris and grass on the area inside the perimeter fence.
20. **Damage:** The Contractor shall repair, replace, or reimburse the Government for repairing replacement of any items damaged during mowing, edging, and trimming, if deemed to be caused by the Contractor.
21. **Pruning:** The Contractor shall prune all new plant materials as required. Trees and shrubbery shall be pruned in season to maintain existing shape and growth and to remove diseased sections. Trimmings shall be removed from the site. Ground cover to be pruned two (2) times per year.
22. **Plant Replacement:** The Contractor shall replace and plant any tree, shrub, etc., which expires from normal causes, damage by others, or abnormal circumstances, under the terms of this contract at no cost to the Government.
23. **Fertilization:** Fertilize four (4) times a year, twice in the spring and twice in the fall/winter. The winter fertilizer shall be primarily directed at good root growth. A balanced feeding, throughout the year; to promote healthy plants shall be applied.

24. **General Grounds Care**: The Contractor shall ensure that all sidewalks, parking areas, driveways and ramps are free of weeds, leaves, debris, clippings, etc. The Contractor shall sweep or blow all sidewalks each visit during the non-snow season. The parking areas, driveways, ground and fencing shall be checked weekly and any rubbish or debris shall be removed. The parking lots shall be swept, blown or vacuumed at least once during the non-snow season, or as directed by the COTR.
25. **Fire Hydrants**: The Contractor shall keep a plant, grass and weed free perimeter of 3 foot around each fire hydrant.
26. **Insect/Pest/Disease Control**: Insect, pest, or disease control shall be applied at first sign of activity.
27. **Barked Areas**: The Contractor shall provide 1 inch of bark in all barked areas one time every 5 years.
28. **Sterilization**: Sterilize all gravel areas such as path around facility, driveways and in the back by the outside equipment.
29. **Planter Boxes**: The Contractor shall maintain water and weed the planter boxes around the facility.

SEATTLE ATCT MAINTENANCE SCHEDULE

October through September: 1 trip per month.

MAINTENANCE BFI RTR LANDSCAPE 7th AVE SW & SW Cloverdale Street, Seattle WA 98106.

DEFINITIONS:

Grounds: For the purpose of work requirements, grounds are classified into the following areas, both inside and outside the perimeter fence, as described.

Fence: The eight foot chain link perimeter fence and its' gates and openings.

Bark Areas: Areas near front sidewalks, around selected trees and plants and other areas have bark landscaping.

Parking and Hardstand: All areas used for parking of personal and Government vehicles of all types, asphalt, concrete and crushed rock storage areas, occupied and vacant.

Grounds Maintenance: Accomplishment of clearing, cleaning, mowing, raking, fertilizing, pruning, watering, and maintaining, as specifically required elsewhere in this document. Except as indicated in the Frequency Schedule and/or QASP, tasks are to be performed routinely or on an "as needed basis".

REQUIRED TASKS

Within 10 working days after award, the Contractor will provide the Contracting Officer a detailed schedule for the entire year on how they are going to accomplish the following:

30. **Fence Area Maintenance:** The Contractor shall keep grass mowed along fence, free of weeds, trees and limbs from growing through chain links.
31. **Damage:** The Contractor shall repair, replace, or reimburse the Government for repairing replacement of any items damaged during mowing, edging, and trimming, if deemed to be caused by the Contractor.
32. **Pruning:** The Contractor shall prune all new plant materials as required. Trees and shrubbery shall be pruned in season to maintain existing shape and growth and to remove diseased sections. Keep all limbs, leaves and debris from growing up and on the antenna towers. Trimmings shall be removed from the site. Ground cover to be pruned two (2) times per year.
33. **Plant Replacement:** The Contractor shall replace and plant any tree, shrub, etc., which expires from normal causes, damage by others, or abnormal circumstances, under the terms of this contract at no cost to the Government.
34. **Fertilization:** Fertilize four (4) times a year, twice in the spring and twice in the fall/winter. The winter fertilizer shall be primarily directed at good root growth. A balanced feeding, throughout the year, to promote healthy and green lawns shall be applied.

35. **General Grounds Care:** The Contractor shall ensure that all sidewalks, parking areas, driveways and ramps are free of weeds, leaves, debris, clippings, etc. The Contractor shall sweep or blow all sidewalks for each visit during the non-snow season. The parking areas, driveways, ground and fencing shall be checked two times per month and any rubbish or debris shall be removed. The parking lots shall be swept, blown or vacuumed at the end of each scheduled service day during the non-snow season, or as directed by the COTR.
36. **Fire Hydrants:** The Contractor shall keep a plant, grass and weed free perimeter of 3 foot around each fire hydrant.
37. **Insect/Pest/Disease Control:** Insect, pest, or disease control shall be applied at first sign of activity.
38. **Sterilization:** Sterilize all gravel areas such as path around facility, driveways and in the back by the outside equipment, to prevent weeds. Sterilize through out grass to deter moss and stimulate grass growth.

BOEING FIELD RTR MAINTENANCE SCHEDULE

October through March: 1 trip per month.

April through September: 2 trips per month.

Best Management Practices (BMP's)

1. Use environmentally acceptable chemicals whenever feasible.
2. Conduct proper off-site disposal and cleaning of containers and application equipment, respectively.
3. Do not apply fertilizers and herbicides or pesticides with 50 feet of either side of a stream, surface water ditch or storm drain inlet.

The following BMP's are required: When disease outbreaks occur, emphasis will be given to pest management methods such as selective spraying. Whenever a pest infestation occurs, the Contractor will meet with Port of Seattle (POS) staff to describe its' proposed management approach.

4. Apply fertilizer to maintain a healthy, natural-appearing landscaped system.
5. Follow the Washington State Department of Ecology guidelines for herbicide application near water resources. All herbicide and pesticide applications within 50 feet of a water body require a permit. Use of any herbicide or pesticide application will adhere to strict guidelines of the Department. It is also a general POS policy that applications will not occur within 50 feet of a water body, including ditches within which water is flowing at the time of application. No application will occur within 50 feet of a water body without the knowledge and approval of the Surface Water Manager or the SWPPP Monitor. If there is any question whether something is or is not a water body, the Contractor shall ask POS staff.
6. Apply herbicides and pesticides at the rate and timing recommended in the instructions.
7. Do not use beauty bark in drainage ditches.
8. Maintain stream corridors in their natural condition.
9. Use Roundup TM around fire hydrants unless within 50 feet of a water body, where vegetation shall be managed by hand.
10. Do not apply herbicides, pesticides and fertilizers on rainy days or within 24 hours of anticipated rainfall.
11. Avoid direct application of herbicides, pesticides and fertilizers over catch basin grates and avoid overspray onto paved areas.

Control of Japanese Beetles with Pesticides: In order to control or attempt to halt importation of Japanese Beetles from the Eastern United States, it has become necessary for the POS to apply pesticides in certain grassed-covered areas that may drain to the Storm Drain System (SDS). The Washington State Department of Agriculture has recommended to the POS that an aggressive control program be instituted. This emergency requires the application of granular pesticides such as Merit (Imidacloprid) or MACH 2 (Halofenozide) in areas within 50 feet of storm drain inlets.

The POS and therefore the FAA (as tenant on POS property) require the following BMP's:

1. The pesticides will be applied only as directed according to the manufacturer's specifications.
2. Application equipment and packaging will be cleaned and disposed off-site
3. Application will take place only when at least 2 days of dry weather are anticipated.
4. Areas to be treated will be specifically designated.
5. Catch basins and any other storm drain inlets that could receive runoff from the application areas will be sealed.
6. Every effort will be made to keep chemicals from paved areas that drain to the SDS. If any paved areas receive chemicals during application, those areas will be swept and the collected granules of pesticide will be disposed of properly.
7. The preferred pesticide, MACH 2, does not require irrigation to penetrate the root zone. If irrigation is necessary to assure that the chemical reaches the root zone, water will be applied in a manner that minimized the possibility of runoff to the SDS.

TABLE 1

PESTICIDE OR HERBICIDE	APPLICATION AREA
Banner, Triester, Microflo, Cidekick	Landscaped areas
Roundup	AOA fence and fire hydrants
Crossbow	Along edge of maintenance road on west side of airfield
Deluxe Turf with Trimec, Mec Amine Turf Herbicide, Scott's Lawn Pro Weed and Feed, M-Pede	Landscaped lawn areas outside the property fence.
Embark	Around facility sign(s) and sign posts.
Liqui Systems	Cracks in pavement and sidewalks
MKO	Along fence lines and around outbuildings

**Quality Assurance Surveillance Plan (QASP)
Grounds Maintenance Service**

Required Service	Performance Standard	Accepted Quality Level (AQL)	Method of Surveillance	Maximum Deduction for Exceeding AQL
Mowing	Accomplish as scheduled. Grass height is maintained. No clippings are visible.	2%	Each time	8%
	Accomplish as scheduled. Unimproved areas have no underbrush or large weeds and the wild grass is short.	2%	Each time	8%
Edging	Accomplish as scheduled and with a hard edge.	3%	Each time	4%
Pruning	Existing size and shape is maintained and light fixtures are exposed. No branches are extending over the perimeter fence.	3%	Monthly/at random	2%
Sterilization	Gravel paths around the facility are weed-free.	3%	Each time	6%
Fertilization	Applied as scheduled. Meadow areas are healthy and green. Trees, shrubs, and plants show signs of healthy growth.	3%	Monthly/at random	6%
Weed control	No mature weeds or moss are visible in grass, gravel, barked or paved areas.	3%	Monthly/at random	6%
Insect, pest & disease Control	No problems unreported or not corrected as directed.	3%	Monthly/at random	4%

General	Sidewalk gutters and storm drains are clear of debris. No trash blown against fence. All runners, shoots, suckers have been removed from grass, meadow area and planted beds. All fallen leaves, dead blooms and plants have been removed from grass, meadow area and planted beds. Branches have been removed from ground.	3%	Each time	4%
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